

# Federal City Performing Arts Association

## Board of Directors Meeting Minutes

**Wednesday, September 24, 1997**  
**2801 M St., NW, Washington, DC**

**DIRECTORS:** Present: Fred Boykin, Jerry Carpenter, Jamin Davis, Bill Eadie, Jack Gerard, Thom Gibb, Darrell Lewis, Jim Madigan, Jeff Peirce, Henry Salevsky, Joe Vignali, Ed Wilber

Absent: Mark Bombaci, Robert York.

**STAFF:** John Perkins, James Holloway

**GUESTS:**

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***I. Call to Order***

Meeting was called to order at 7:35 by Boykin.

***II. Approval of Minutes***

Motion to approve the minutes as amended

Peirce moved, Vignali seconded, to approve the August 17, 1997 Minutes.

Unanimous in favor. Minutes approved.

***III. Financial Report***

YTD Revenue is \$2,100 behind last year, 21,000 behind budget. Expenditures are also under budget (See the Finance Committee Report for specifics). Thus we are under budget. This year we have received no income from season ticket sales but we also have not had expenses as predicted due to delays on performing hall payments. Cash reserves are getting us through this period. Salevsky asked about season ticket income, Perkins indicated that he had not received those requests; rather that he had given them to Herman. Peirce indicated the importance of having income during this period. Delays in projects caused slowed income, yet expenses continued. Schedule delays affect everyone. Perkins indicated that a lot of activity has occurred since the end of August. Vignali asked for a clarification on the comparative balance sheet; \$16K from Harry Powers' estate has not been received. Wilber asked for a clarification that CDs are now kept on the books and the money is indicated under the "Pre Paid" line item.

**Vignali moved, Carpenter seconded, to accept the financial statement.**

Unanimous in favor. Report accepted.

***Audit Report Results:***

We were given an "Unqualified Opinion" from the auditor. This is the highest rating possible. Some allocations such as reserves and funds are being investigated as to how they should be represented on the financial statement. Also the salary of the Executive Director will be allocated across all budget lines because of his level of involvement in all those areas.

A General Membership meeting is indicated in the by-laws to review the state of the organization. The recommended date of the meeting will be during the Retreat, November 1 at 4:30PM.

**Peirce moved that we conduct the meeting on Saturday, November 1. Vignali seconded.  
Unanimous in favor. Meeting Called.**

FYI: Insurance coverage review is in progress. Peirce shared a news article about corporate responsibility for the things we ask for. Legal agreements must be taken seriously.

Concerns:

- Special Performances
- Current CD Sales
- Proud and Peaceful CD
- Potomac Fever CD
- Board Fundraising

A total of \$65K has been allocated for these special projects. We must keep these budget allocations in mind. Salevsky suggests a booking agent to help with special performances, Davis asked when the season brochure will be out. Eadie wanted to know who was in charge of these special projects and how to make them more responsible. Boykin indicated that motivation for these projects is lacking. Salevsky indicated that the Operations Committee should resolve these problems.

#### **IV. President's Report**

Boykin thanked the Board of Directors for their commitment for fundraising efforts. He proposed that the "New Business" item of the agenda contain reports from the four special fundraising projects of the Board. Ken Cole indicated that there was a 90% chance the GALA Leadership Conference will be held on the west coast. Boykin expressed concern about direct communication among the individual Board members and himself. E-mailing the entire board or the organization is not always the best medium for discussing individual issues. Boykin expressed his thanks for all the enthusiasm of the members of the board.

#### **V. Music Director's Report**

Holloway mentioned that the music staff is working well as a team this year. Auditions will be opened again for two weeks in January. He suggested that a new audition procedure be created that limits the Fall audition period. The quality of candidates were extremely high.

Smouse is getting AFGM ready to perform. AFGM is not, however, ready for the special performance set for October 11. The ensemble programs have been almost totally recast and the Chamber Choir will be enlarged. Stage designs for the "Pirates" will be done by Mark Ksiazewski. He will be putting a lot of time into the production.

Final choices are being made concerning the location of the summer program. A backup plan is in place, since the Lincoln Theater is still booked.

The Artistic Advisory group is expanding and defining its role.

Recording projects are ongoing. The Proud and Peaceful CD is on schedule but a marketing plan is needed. The Potomac Fever CD project was stalled, but is now beginning to move.

#### **VI. Executive Director's Report**

See the Executive Director's Report for specifics. Marketing for the Proud and Peaceful CD project has begun. In a

week the cover will be ready. We are still looking for a corporate sponsor for the CD. Mark the date, November 21, as the Grande Glamour Ball. FCPAA costs will be incurred for invitations and tickets. Support staff will be providing mailing assistance to a 5K person mailing list. Salevsky expressed concern about advertising costs associated with the Ball. Perkins indicated that the local Bars will take care of that.

The Strategic Planning group is refocusing. Vignali expressed concern over its goals and purpose. Salevsky and Gerard expressed concern about the timetable and the deliverable goals.

#### **VII. Budget Amendment**

See page four of the September Report for details.

Discussion: Salevsky was concerned about the budget decrease for ads when they promote ticket sales. Vignali also raised concerns about production income being given to the appropriate venues. Boykin called for the vote.

**Gibb moved for the acceptance of the budget amendment, Vignali seconded.**

**One Abstention. Amendment accepted.**

#### **VIII. Old Business**

None

#### **IX. New Business**

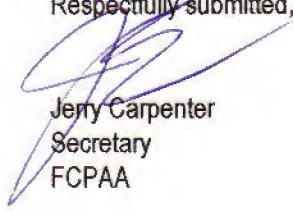
1. Raffle Project Report will be given by Boykin.
2. Cocktail Party - Wilber reported that a party will be held on Oct 16 for specially invited persons, approx. 50, who are not previously part of the Chorus family. The purpose of the party will be to invite those individuals into the family either by donations or volunteerism.
3. Gibb reported that the Steve Kelso event for Leather Weekend was in concept form. Inquiries are being made.
4. Spring Dinner Event - This report will be given by Lewis and Vignali.
5. A Season Subscription insert in the Blade was proposed to replace a mailing to our regular list. Salevsky indicates that it will reach many more people and cost more than has been budgeted. We need to define the costs better. Vignali expressed concern about the mailing date of the brochure and our possible loss of customers due to its lateness. Holloway expressed support for the Blade distribution as well as did others.

#### **I. Adjournment**

**Gibb moved, Peirce seconded, to adjourn the meeting.**

**Unanimous in favor.**

Respectfully submitted,

  
Jerry Carpenter  
Secretary  
FCPAA